

# Justice

## Court Administrator

### New Glasgow/Pictou Justice Centre



*Please Quote Competition #: 019125*

The Court Administrator is managerially and operationally accountable for the Justice Centre/Court, must have a working knowledge of the rules, legislation, and regulations and government policy pertaining to the following: the administration of the courts, sheriffs services, management of human and technical resources and budgets. Responsible for supervision of expenditures and revenues, liaison with the Judiciary, and delivery of superior quality client service. The Court Administrator will ensure the provision of appropriate support for the Judiciary of the Supreme, Provincial and Family Courts, the adjudicators of the Small Claims Courts and to the Probate Court. The Court Administrator will ensure the delivery of effective service to the legal community and the public. The Court Administrator will also work to achieve the objectives of the Court Services Division, is accountable for motivating, training and developing staff, establishing relationships with justice stakeholders and taking on and participating on division-wide projects.

University degree with progressive managerial experience, preferably in a justice related environment, familiar with all aspects and procedures of the court systems, or an acceptable equivalent. Demonstrated ability in policy development/implementation, and experience in the practice of sound fiscal management while delivering effective and efficient services to a diverse client group are required. A working knowledge of the nature and purpose of the Judicial and court system, and of relevant Federal Provincial and Municipal Acts, Regulations, and Rules is required. Knowledge of computer systems an asset. The position requires a self-starter who is results orientated, has demonstrated an ability to lead and achieve consensus and cooperation among staff, and other professionals and officials of government and outside sources. Excellent interpersonal skills required. Some travel is required.

**Pay Level:** \$63,187 - \$82,143

**Closing Date:** *March 3, 2009*

*Please forward application/resume to the attention of: Department of Justice, Corporate Services Unit, Human Resources Division, P.O. Box 7, 5151 Terminal Road, 4th Floor, Halifax, NS, B3J 2L6 or by fax 902-424-2809. Application can also be made via e-mail to [justice-jobapps@gov.ns.ca](mailto:justice-jobapps@gov.ns.ca), competition number must be quoted in the subject line. Submissions must be received by midnight on the closing date.*

*We thank all applicants for their interest, however, only those selected for an interview will be contacted.*



The Province of Nova Scotia is  
an equal opportunity employer.

**[www.gov.ns.ca](http://www.gov.ns.ca)**

Our goal is to be a diverse workforce that is representative, at all job levels, of the citizens we serve. The Government of Nova Scotia has an Employment Equity Policy and we welcome applications from Aboriginal People, African Nova Scotians and Other Racially Visible Persons, Persons with Disabilities and Women in occupations or positions where they are under-represented. If you are a member of one of the equity groups, you are encouraged to self-identify, on your application form, cover letter, or on your resume.